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MEMORANDUM FOR: Assistant Secretary of Defense (Manpower)

SUBJECT : Annual Screening of Key Government Employees in the  
Military Ready Reserve

REFERENCES : a. Office of Emergency Planning Circular 8505.2,  
dtd 22 December 1965, same subject  
b. Memorandum from Deputy Director, Central Intelli-  
gence Agency for the Assistant Secretary of  
Defense (Manpower), dtd 11 January 1966, subject  
"Screening of Federal Employees in the Military  
Ready Reserve" (Secret)

1. The Summary of Ready Reserve Status report referred to in paragraph 5 of Reference A is enclosed. However, the names of the employees concerned have been withheld for security reasons.

2. Pursuant to long-standing agreements established between the Department of Defense and the Central Intelligence Agency which were discussed in detail in Reference B, rosters of all Agency employees in the Ready Reserve are maintained on a current basis. Employees permitted to remain in this status will be available for order to active duty and assignment to the Central Intelligence Agency to fill a priority military position or for duty with parent service.

Richard Helms  
Deputy Director

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Enclosure

cc: Office of Emergency Planning

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Originator:

Director of Personnel

Concurrence:

Deputy Director for Support  
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Date:

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lgb (14 January 1966)  
r (18 January 1966) - rewritten

TAB

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**Page Denied**

TAB

DOC. SYMBOL & NO. <b>85-7520</b>		FILE NO <b>To: Heads of Depts</b>	DOCUMENT DATE <b>22 Dec 65</b>
DATE RECEIVED	SUSPENSE DATE <b>24 Jan 66</b>	OTHER <b>From: Emergency Planning</b>	
SUBJECT <b>Memo: Subj: Annual Screening of Key Government Employees in the Military Ready Reserve</b>			
COMMENTS <b>12/28: Orig cy-D/Pers via DDS for prep of reply for DDCI signal from Knoche- noted cy-ER suspense via RB</b>		ROUTING	DATE OUT
<b>FORM 10-57 44k</b> <b>ABSTRACT FILE SLIP</b> (18)			

OEP CIRCULAR 8505.2  
December 22, 1965

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF EMERGENCY PLANNING  
Washington, D. C. 20504

65-7520

OEP CIRCULAR 8505.2

TO: Heads of Federal Departments (Except Department of Defense) and Agencies

SUBJECT: Annual Screening of Key Government Employees in the Military Ready Reserve

1. Purpose. This Circular establishes a requirement and sets forth procedures for the screening of key Government employees in the military Ready Reserve, and prescribes a timetable for this year's screening.

2. Background. By memorandum of December 8, 1964, OEP initiated a screening of military Ready Reservists employed by civilian agencies. DoD Directive 1200.7 dated January 10, 1965, set forth specific requirements implementing the provisions of Section 271 of Title 10, U. S. Code. By OEP memorandum of February 18, 1965, the civilian agencies were informed of DoD's request that such a screening be done annually.

The purpose of this program is to identify and screen out of the Ready Reserve those key Federal employees who might not be available for active duty in an emergency because of the critical importance of their civilian positions.

3. Requirements. This screening requires (1) the maintenance by each agency of a current roster of all of its employees in the Ready Reserve, (2) an annual review and determination of key employees, and (3) a special screening of all GS-15 and above employees who are Ready Reservists. By letter of January 25, 1965, transmitted to civilian agencies by OEP memorandum of February 18, 1965, the Deputy Secretary of Defense placed special emphasis on the latter requirement.

All departments and agencies are reminded that there is no provision for delaying a call to active duty of a Ready Reservist and that such Reservists are subject to immediate call by the Department of Defense under any type of emergency.

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4. Definitions. Definitions of key Federal employees and key positions are as follows:

Key Position: A Federal civilian position which is necessary to the mobilization or other essential functions of a Federal agency, and for which no replacement could be obtained within 90 days. The Department of Labor List of Critical Occupations for Screening the Ready Reserve may be used, if available, as additional guidance in determining whether a position is "key."

Key Federal Employee: A civilian employee of a Federal agency who occupies or will occupy a key position and for whom no adequate replacement exists or whose duties in such position cannot be reassigned to other employees.

5. Procedure.

a. Each agency will forward to the Assistant Secretary of Defense (Manpower), with a copy to OEP, either a complete new roster of employee Ready Reservists or a list of changes in the roster compiled December 1964. Changes should be identified as (1) additions, (2) deletions, or (3) reservists who have had a change in grade to GS-10 or above or the equivalent in other classification systems. Each change should be identified with name and other pertinent data as shown in Attachment 1.

b. As stated above, agencies may submit complete new rosters if preferred. In this case a summary is desired in the same form as last year (see Attachment 2).

c. In accordance with the Deputy Secretary of Defense memorandum of January 25, 1965, the military departments will require a submission by civilian agencies of additional information on Ready Reservists in GS-15 or equivalent and higher positions if they are not listed as "key" (Attachment 3).

d. Agencies shall submit Form DD 1286 (Attachment 4) for those key employees or those who occupy key positions. Agencies should reproduce their own supply of the forms.

e. New rosters, or changes to rosters, are due in the Office of the Assistant Secretary of Defense (Manpower) by January 31, 1966. Forms 1286 on key employees are due by February 28, 1966.

2.

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6. Assistance. Technical questions relating to the report should be referred to the Department of Defense, Office of the Assistant Secretary of Defense (Manpower), Code 11, Extension 74334. Other questions on the requirements may be referred to the Office of Emergency Planning, Code 128, Extension 21351.

Dated:



Franklin B. Dryden  
Acting Director

Attachments

cc: Department of Defense

OEP 58512



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Attachment 1  
OEP Circular 8505.2

ROSTER OF FEDERAL EMPLOYEES WHO ARE MEMBERS  
OF THE READY RESERVE

Department or Agency		Date ( as of)			Reason for
Individual's Name	Military Service & Grade	Title of Civilian Position	Civil Service Grade (or Equivalent)	Key 1/ Employee	Identification as Key Employee 2/

1/ Indicate by "x" if key employee

2/ Indicate A or B as appropriate:

- A. Currently occupies a key position; or
- B. Holds a mobilization assignment to a key position; and  
(whether A or B) no replacement exists and duties  
cannot be reassigned to other employees.

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SUMMARY OF READY RESERVE STATUS

Department or Agency \_\_\_\_\_ Date (as of) \_\_\_\_\_

Military Service	Officers	Enlisted	Total
Army			
Navy			
Air Force			
Marine Corps			
Coast Guard			
Total (All Services)			

Civil Service Status	Total Number	Number Key
GS-10 and above (or equivalent)		
GS-1 to 9 (or equivalent)		
Wage Board employees		
All other		
Total		

Attachment 3  
OEP Circular 8505.2



**THE DEPUTY SECRETARY OF DEFENSE**  
WASHINGTON 25, D. C.

JAN 25 1965

**MEMORANDUM FOR** The Secretaries of the Military Departments  
The Director of Defense Research and Engineering  
The Chairman, Joint Chiefs of Staff  
The Assistant Secretaries of Defense  
The General Counsel  
The Assistants to the Secretary of Defense  
The Director, Defense Atomic Support Agency  
The Director, Defense Communications Agency  
The Director, Defense Intelligence Agency  
The Director, Defense Supply Agency  
The Director, National Security Agency

**SUBJECT:** Screening Program for Federal Employees Who Hold Ready Reserve Mobilization Assignments in the Department of Defense

- References:**(a) Executive Order No. 11190, "Providing for the Screening of the Ready Reserve of the Armed Forces,"  
29 December 1964
- (b) DOD Directive 1200.7, "Screening the Ready Reserve Under the Provisions of Section 271, Title 10, United States Code," 16 January 1965
- (c) DOD Directive 1215.6, "Uniform Training Categories and Pay Groups Within the Reserve Forces,"  
16 January 1965

The need for improved mobilization readiness of both the Ready Reserve Forces and of Federal Agencies having mobilization responsibilities is of such importance that the loss and displacement of key personnel must not impair the effective functioning and continuity of Federal Government Agencies prior to and during the time of mobilization.

It is clear that at the present time many Department of Defense employees also hold mobilization assignments as reservists in Defense offices. Further, some individuals remain in the Ready Reserve as mobilization

designees in the same position or same operational area. This violates the basic purpose of the Mobilization Assignment Program, which is to provide additional qualified personnel to augment the existing Department of Defense staff on M-Day. It is readily apparent that this practice (in which one individual has two mobilization positions) ties up mobilization training spaces and consumes training funds without adding any personnel strength whatsoever to DOD during mobilization. These unacceptable management practices must be eliminated.

All elements of the Department of Defense are requested to take the following actions immediately:

a. Review all mobilization assignments and, with the exception of Reserve unit technicians, take steps to ensure that no individual is permitted to hold a mobilization assignment within the same directorate or general organizational or operational area of the Federal Department or agency in which he is presently employed as a civilian.

b. Review and reevaluate all Ready Reservists now occupying a position of GS-15 or higher, on the assumption that personnel holding such civilian positions are to be classified as key employees and hence not available to fill Reserve mobilization assignments. Where the position is not considered key, the Defense element concerned will, prior to 1 March 1965 and as of 31 December annually thereafter, submit a report, RCS DD-M(A)647, to the Assistant Secretary of Defense (Manpower) stating:

(1) The reasons the individual is not considered key under the provisions of Section IV.E. of DOD Directive 1200.7.

(2) The method of replacement of the individual or elimination of the position by the agency in the event of partial mobilization.

(3) The procedure to be followed by the agency to protect the job rights of the ready reservist while he is absent on active duty during a partial mobilization without causing an inflation of personnel classification grades.

The purpose of this memorandum is to provide guidance which will ensure a consistent approach to the screening problem among the various elements of the Department of Defense, with particular reference to

individuals holding senior positions in the classified civil service. It does not in any way affect the authority and responsibility of agency heads under Section IV.E. of DOD Directive 1200.7 to submit an Individual Reserve Status Report (DD Form 1286) on any employee who occupies a key position, irrespective of grade, for whom no adequate replacement exists or whose duties cannot be reassigned to another employee..

*Cyrus Vance*

**FORMATS AND REFERENCES FOR SCREENING  
KEY FEDERAL EMPLOYEES WHO ARE READY RESERVISTS**

**I. Report of Reserve Status of Key Employees.**

<b>RESERVE STATUS REPORT PART A - 1</b>		
<b>NAME (Last, first, middle)</b>	<b>MILITARY GRADE</b>	<b>SERVICE NUMBER</b>
<b>CURRENT HOME ADDRESS</b>	<b>MILITARY UNIT TO WHICH ASSIGNED</b>	
<b>TITLE OF KEY POSITION</b>	<b>LOCATION</b>	<b>GS GRADE OR EQUIVALENT</b>
<p>The above-named employee occupies a key position which is necessary to the mobilization or emergency functions of this agency and which: (1) appears on the Department of Labor List of Critical Occupations for Screening the Ready Reserve; or (2) has a current shortage of qualified personnel and requires a minimum of 90 days of specialized training or experience. Further, no adequate replacement exists for this employee; and his duties cannot be reassigned to other employees. As a result, he is not considered available for active military duty in a national emergency.</p>		
<b>TYPED NAME AND TITLE OF INDIVIDUAL MAKING THE ABOVE DETERMINATION AND FEDERAL AGENCY</b>		
<b>SIGNATURE</b>		<b>DATE</b>
<b>To be Filled in by Employee</b>		
I am aware of my designation as a key employee, as stated on this Form.		
<b>SIGNATURE</b>		<b>DATE</b>

DD Form 1286

Attachment 4

RESERVE STATUS REPORT PART B <sup>2/</sup>	
NAME (Last, first, middle)	MILITARY GRADE
As a result of the screening of key Federal employees required by DOD Directive 1200.7 the above-named individual has been:	
<input type="checkbox"/> Removed From The Ready Reserve (By transfer to the Standby Reserve)	
<input type="checkbox"/> Retained In The Ready Reserve	
TYPED NAME AND TITLE OF OFFICIAL	MILITARY SERVICE
SIGNATURE	
DATE	
1/To be completed by Federal Agency. 2/To be completed by Armed Service.	

Detached from DD Form 1286

RESERVE STATUS REPORT PART B <sup>2/</sup>	
NAME (Last, first, middle)	MILITARY GRADE
As a result of the screening of key Federal employees required by DOD Directive 1200.7 you will be:	
<input type="checkbox"/> Removed From The Ready Reserve (By transfer to the Standby Reserve)	
<input type="checkbox"/> Retained In The Ready Reserve	
TYPED NAME AND TITLE OF OFFICIAL	MILITARY SERVICE
SIGNATURE	
DATE	
1/To be completed by Federal Agency. 2/To be completed by Armed Service.	

Detached from DD Form 1286

Attachment 4

3/DEPARTMENT OF \_\_\_\_\_  
Washington 25, D. C.

3/POSTAGE AND FEES PAID BY  
Department of \_\_\_\_\_

3/Commander  
Air Reserve Records Center  
3800 York Street  
Denver 5, Colorado

3/To be completed by Agency (See attached List for Service Addressee to which  
Reserve Status Report should be forwarded).

4/DEPARTMENT OF THE \_\_\_\_\_ 4/DEPARTMENT OF THE \_\_\_\_\_  
Washington 25, D. C.

3/Major John Doe  
0000 00th Street  
Anywhere, U.S.A.

3/Department of \_\_\_\_\_  
Washington 25, D. C.

3/To be completed by Agency.

4/To be completed by Armed Service. 4/To be completed by Armed Service.



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11 Jan 65

MEMORANDUM FOR: Honorable Norman S. Paul  
Assistant Secretary of Defense (Manpower)

SUBJECT : Screening of Federal Employees in the Military Ready Reserve

REFERENCE : Memorandum from Director, Office of Emergency Planning  
dated 8 December 1964, same subject

1. The Summary of Ready Reserve Status report requested by reference is attached at Tab A but, pursuant to a telephone conversation between you and Colonel White of this Agency on 15 December 1964, the names of the employees concerned have been withheld for security reasons. Also, we have not classified any of our Ready Reservists as "key" within the definition contained in reference because we believe that, under the Agency's wartime mission of conducting operations in support of the Military in combat theaters, it would be more advantageous to us to have these individuals who are trained in Agency as well as military skills available to fill some of our priority military personnel requirements on mobilization.

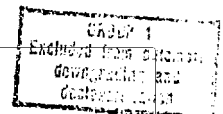
2. I believe that a brief history of the Agency's agreements with the Department of Defense and the Military Departments in the areas of mobilization planning and military personnel requirements is in order at this point in order to clarify our position in this matter.

3. It became apparent in the early stages of our emergency planning that our wartime role would require rapid expansion in the number of military personnel directly supporting the Agency's activities. Since the Agency had many employees who hold military reserve status with recent wartime experience, the Director of Central Intelligence, by letter dated 14 May 1955, suggested to the Secretary of Defense that he appoint an ad hoc committee to study the problem and recommend a military reserve policy for the Agency. A copy of this letter is attached at Tab B. This committee recommended, among other things, that the Agency screen and place its employee reservists in three categories; i.e., (1) those who would be available for active duty to apply against the Agency's approved military personnel mobilization requirements, (2) those we would release for general duty with their parent service and, (3) those we wish deferred from military service to continue their civilian employment. The Secretary of Defense approved the committee's recommendations and so notified the service Secretaries by memorandum dated 30 December 1955. A copy of a verbatim extract of these recommendations is attached at Tab C.

4. The ad hoc committee further recommended that "as a matter of urgency affecting mobilization readiness the Central Intelligence Agency

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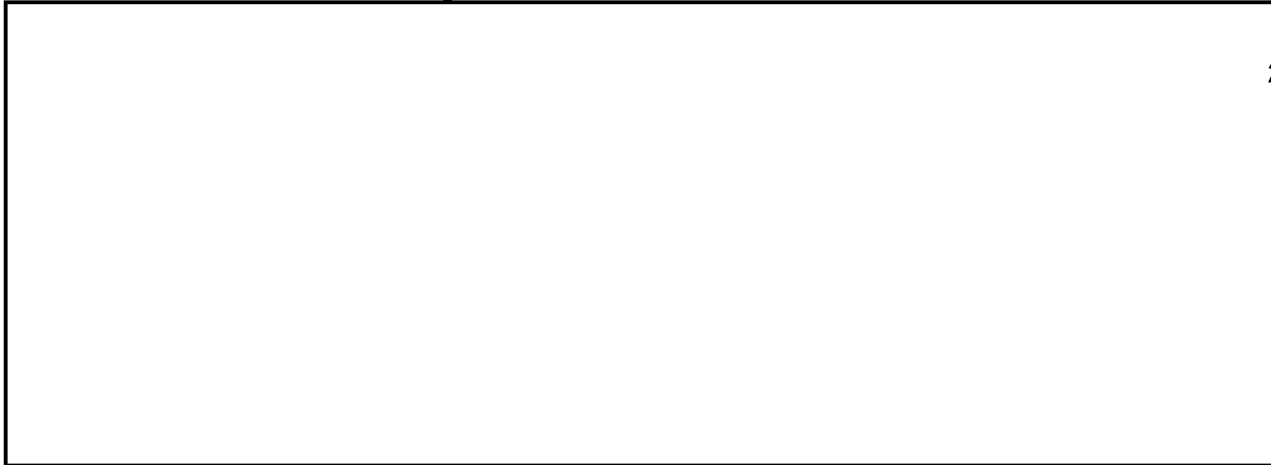
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submit to the Secretary of Defense at the earliest practicable date the estimated mobilization requirements of the Agency for military personnel."



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5. We have subsequently maintained a continuous screening of our employee reservists in accordance with the agreement discussed above. As of 1 December 1964 we had placed a total of [ ] reservists in Category 3, all of whom are now in either Retired or Standby status. Of the [ ] Ready Reservists indicated in the report at Tab A we have agreed to release [ ] to the Military Departments under Category 2. The remaining [ ] are in Category 1 available to fill priority military positions within the Agency in event of emergency.

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6. I am convinced that our emergency planning assumptions remain sound and that, under the most austere conditions, our emergency requirements for military manpower will far exceed our internal assets. Therefore, if at all possible within the planned reorganization of the Military Reserve, I believe that our trained Category 1 Reservists should remain available to apply against our priority military personnel requirements. In this connection I should like to point out that over [ ] of the Commissioned Reservists in this group are assigned in non-pay status to Reserve training units established for the Agency by the Military Departments. These Reservists, under the direction of the Director of Central Intelligence as head of the proponent agency, spend many hours of their own time in the development and presentation of inactive duty training programs consisting of a minimum of 40 weekly drills each year. A side product of these programs, but an important one, is a pool of highly qualified personnel [ ] when needed to carry out our missions under current operations.

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7. In view of the above it is believed that we should continue to screen and categorize our employee Reservists under existing agreements with the full understanding that all of our Category 1 Reservists are available to their parent service for order to active duty on mobilization and assignment to the Agency to fill approved military positions. At the same time we will continue to review our mobilization plans and adjust our military personnel requirements downward whenever possible.

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

Attachments: A/S

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OP/MMPD  (6 January 1965)

Originators: Emmett D. Echols  
Director of Personnel

Concurrence: L.K. White  
Deputy Director  
for Support

6 Jan 1965  
Date

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**CONFIDENTIAL**

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66- 233/1

19 JAN 1966

**MEMORANDUM FOR:** Deputy Director of Central Intelligence  
**THROUGH :** Deputy Director for Support  
**SUBJECT :** Report on Agency Employees in Military Ready Reserve

1. This memorandum transmits for your approval and signature a memorandum for the Assistant Secretary of Defense (Manpower) regarding Agency employees in the military ready reserve (TAB A).

2. Office of Emergency Planning Circular 8505.2, dated 22 December 1965, requires Federal Departments and Agencies to submit to the Assistant Secretary of Defense (Manpower) by 31 January 1966, with a copy to the Office of Emergency Planning, the report on screening of key government employees in the military ready reserve. This is an annual screening initiated by the Department of Defense in December 1964.

3. A copy of the Agency's initial report on this subject, signed by the Deputy Director on 11 January 1965, is attached at TAB B for background information. This memorandum dealt in considerable detail with the history of mobilization manpower agreements between the Agency and the Department of Defense and recommended that those agreements pertaining to the control and planned utilization of our employee reservists remain in effect. We have not, unfortunately, received a formal reply to this memorandum but have received verbal assurance that our position is acceptable to the Department of Defense.

4. It is suggested that the signed original and the copy for the Office of Emergency Planning be returned to this office for hand delivery.

/s/

[Redacted Signature Box]

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**Emmett D. Echols**  
**Director of Personnel**

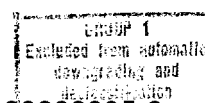
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OP/MMPD [Redacted] lgb (14 January 1966)  
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